Remuneration and Benefits Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Operating Officer
Responsible Manager – Policy	Chief People Officer
Review Date	12 March 2029

Section 2 - Purpose

(1) The University aims to be an employer of choice for current and prospective staff. The University is committed to attracting and retaining high performing academic and professional staff and recognising and rewarding outstanding performance.

(2) This Policy provides guidance to University managers to ensure the consistent application of remuneration and reward outcomes that are:

a. market competitive
b. fair and equitable
c. structured to ensure gender pay equality
d. legally compliant; and
e. within the 'capacity to pay' of the University

Section 3 - Scope

(3) This Policy is applicable to all staff members who are directly engaged in employment through either:

a. the La Trobe University Enterprise Agreement 2023, approved by the Fair Work Commission (the 'Enterprise Agreement'); or
b. Executive Senior Management Contracts.

Section 4 - Key Decisions

Key Decisions	Role
Approve the University's remuneration strategy	Vice-Chancellor

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Section 5 - Policy Statement

(4) Remuneration is the term used to describe a staff members' employment in the form of salary and/or benefits and/or incentives.

Principles

(5) The University's approach to the provision of salary, benefits and incentives to staff are based on the following principles:

a. remuneration is fair and equitable, market competitive, supported by transparent processes and policies and complies with relevant legislation and industrial requirements;
b. remuneration strategy, as approved by the Vice-Chancellor, will include consideration of the commitment to attract and retain high performing staff as well as the University's capacity to pay;
c. relevant best practice standards, industry benchmarking, gender pay equity and internal relativity considerations will inform remuneration and reward;
d. an appropriate classification system of roles is used to achieve equality across the University.

Section 6 - Procedures

(6) Please refer to:

a. Remuneration and Benefits Procedure - Academic Leadership Allowances
b. Remuneration and Benefits Procedure - Executive and Senior Management Classification
c. Remuneration and Benefits Procedure - Salary Loadings
d. Remuneration and Benefits Procedure - Senior Staff Annual Remuneration Review

Section 7 - Definitions

(7) For the purpose of this Policy:

a. Classification refers to:
    i. the placement of positions for both academic, professional and administrative staff within La Trobe University classification structures as defined by the relevant framework in the Enterprise Agreement; and
    ii. The placement of senior level positions within the Executive and Senior management Classification (ESMC) structure as defined by Mercer classification model deployed at the University.
b. Remuneration is the term used to describe the reward for employment in the form of salary and/or benefits and/or incentives.
c. Superannuation is the arrangement the staff member makes to have funds available for them in retirement. Superannuation in Australia is governed by federal legislation which includes the setting of minimum contribution levels. Superannuation payment contributions are made on Ordinary Time Earnings into the staff member's super fund by the University and, where elected by the staff member, topped up by the staff member's own payment contribution.
d. The University: is La Trobe University.

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Section 8 - Authority and Associated Information

(8) This Policy is made under the La Trobe University Act 2009.

(9) Associated information includes:

a. Talent Acquisition and Remuneration intranet
b. Recruitment Policy

Status and Details

Status	Current
Effective Date	24th March 2026
Review Date	12th March 2029
Approval Authority	Vice-Chancellor
Approval Date	12th March 2026
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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